



STATE OF TENNESSEE  
DEPARTMENT OF HUMAN SERVICES

**REQUEST FOR INFORMATION # 34513-85920  
AMENDMENT #1  
FOR COOPERATION STUDY REQUIREMENTS  
BETWEEN CHILD SUPPORT AND SNAP**

DATE: JANUARY 31, 2020

RFI # 34513-85920 IS AMENDED AS FOLLOWS:

1. This RFI Schedule of Events updates and confirms scheduled RFI dates. Any event, time, or date containing revised or new text is highlighted.

EVENT		TIME (CST)	DATE (all dates are State business days)
1.	RFI Issued		December 19, 2019
2.	Written Questions and Comments Deadline		January 10, 2020
3.	State's Response to Written Questions and Comments		January 31, 2020
4.	RFI Response Deadline	2:00pm	February 7, 2020
5.	Scheduling of onsite conference		
6.	RFI onsite conference	9:00am- 3:30pm	March 9-13, 2020

2. State responses to questions and comments in the table below amend and clarify this RFI.

Any restatement of RFI text in the Question/Comment column shall NOT be construed as a change in the actual wording of the RFI document.

Question		State Response
1	The RFI Schedule of Events identifies an onsite conference to be held between March 9-13, 2020. Can DHS please elaborate on the purpose/agenda for this onsite conference?	Human Services would like to meet in person with the respondents to hear the level of experience, knowledge of the subject and how the respondent would proceed with conducting a study.
2	Does DHS have a timeframe for the start and completion of the Child Support/SNAP Cooperation Study project?	No.

3	What type of staff resources from DHS will be available to assist with the Child Support/SNAP Cooperation Study?	Sufficient support will be available. Technical and functional.
4	The Technical Information Form identifies 16 topics to assessed as part of the Child Support/SNAP Cooperation Study. Does DHS envision all of these areas to be addressed in a single deliverable or are there multiple deliverables to be completed as part of this study?	TBD based on respondent's feedback.
5	Does DHS anticipate that the entity engaged to assist with this study will be required to support briefings to multiple stakeholders outside of DHS regarding the results of the Cooperation Study? For example, briefings to the Legislative committees, Governor's Budget Office, etc.	Yes.
6	Has the Department ever worked with outside consultants/vendors to perform any such study in the past? If so, are the vendors currently under contract with Department?	The Department has not worked with any outside vendors on this subject.
7	If there is to be a solicitation that follows this RFI, does the Department have an estimate release date in mind?	The Department is currently seeking information only which will determine what next steps will be taken on the subject.
8	Does the Department have a term duration in mind for any award that might be made in the future?	No.
9	(Related to previous question)- Is this something that must be completed within a set time limit?	To Be determined.
10	Item 11. Financial trends for SNAP benefits and Child Support in Tennessee. Please clarify what information DHS requests under this item. Presumably all the data on financial trends is in the possession of DHS. Are you asking the contractor to provide interpretive analysis of this data?	Yes. The State would like to hear how the respondent would compile, analyze and determine results.

11	<p>2. Item 12. Review of demographic data informing why individuals are not currently seeking child support. Could you please elaborate on what DHS is requesting under this item? Is DHS wanting information on why SNAP recipients are not requesting child support services, or is this question broader and focused generally on why all eligible non-participating individuals are not seeking child support? In either case, is the intent to focus only on demographic data, which might not explain much, or to focus on motivations of the individuals, that could be discerned potentially through surveys and/or focus groups?</p> <p>In general, to us this item does not seem to fit with the overall subject of SNAP cooperation requirements. If interpreted broadly, this requirement could drive an entirely separate study. Could you give us some additional guidance, please, on how to address this item?</p>	The State would like to understand what factors may contribute or explain why some eligible families in Tennessee do not try to obtain child support by applying for child support services. How would the respondent compile, analyze and determine results?
12	<p>Item 16. Costs of implementation, inventory, customer agency feedback from other states currently availing themselves of this option. Please explain what is meant by “inventory” in this context. Also, is there a typo in the phrase “customer agency feedback”? Do you mean customer and agency feedback?</p>	<p>Inventory means the information from the any other states that have or will be implementing the cooperation with child support to be eligible for SNAP benefits.</p> <p>Yes, Customer and agency feedback.</p>
13	<p>There appears to be some missing text in the last cell of the first column in the table on page 2. The text in that cell currently says “RFI onsite conference with,” but does not indicate who is intended to attend this conference. Could you either provide the remaining text that was intended to be in this box, or indicate who should be or will be present at the RFI onsite conference?</p>	All respondents to the RFI.
14	<p>If the state chooses to go further in the procurement process, will a separate Request for Qualifications, Request for Proposals, Invitation to Bid, or other procurement method soliciting applicant responses be issued? If so, will that process be open to the public, and could you provide any insight on when submissions in response to that procurement method might be due?</p>	Yes, the State will do a separate RFQ, RFP, or ITB. The intent is to notify the respondents to this RFI.

15	Is there an expected start or end date for the beginning and completion of the study described in the RFI? There is not an expected start or end date.	The expectation is to meet with all respondents to the RFI onsite so qualifications and experience with the deliverables can be discussed.
16	Is there a requested length or preferred format for answers to the questions in the Technical Information Form, for responses to this RFI?	No.
17	If the State of Tennessee enters into a contract arrangement with an organization to conduct this study, will the state be able to provide the organization conducting this study any additional data for the study's data analysis, e.g. administrative data or aggregate data from the state's child support or SNAP agencies?	Yes.
18	Are there any pieces of pending legislation or administrative rule changes in Tennessee expanding eligibility requirements for SNAP applicants to cooperate with child support (Title IV-D Services), in such a manner described in the RFI? If so, could you please direct us to such pending legislation or potential rule changes?	While there has been no legislation actually enacted, SB549 from the 111th General Assembly was filed in 2019.
19	Is there any legislative or legal mandate in Tennessee for the described study to be conducted? If so, could you please provide any documentation related to that mandate?	No.
20	Would you be willing to accept or consider qualitative approaches to address some of analysis components of this study described on pages 3-4?	Yes.
21	Is there a maximum amount or general range of funding available for this study? We understand that the Cost Informational Form that respondents to this RFI will provide may help inform the amount of funding ultimately dedicated to this project, but having some sense of the potential budget for this project would help us get a sense of how expansive our approaches to some of the study elements could be.	Not at this time as Tennessee is exploring all options on the subject of Cooperation between Child Support and SNAP.

22	Is there any way that answers to these and other questions could be posted before January 31, or that the deadline for responses to the RFI could be moved forward, beyond February 7? There is only a week between the expected date for answers to be posted and the deadline for RFI responses, which is a very short turnaround for allowing answers to these and other questions to inform potential RFI responses.	The State may consider.
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3. **RFP Amendment Effective Date.** The revisions set forth herein shall be effective upon release. All other terms and conditions of this RFP not expressly amended herein shall remain in full force and effect.